

How to Discharge a Patient

When discharging a patient, the physician should **FIRST** enter their discharge orders. Then they should complete the discharge reconciliation, followed by signing printed prescriptions (if applicable).

Discharge Orders



1. With the patient highlighted, choose the *Enter Order* icon.
2. On the order entry worksheet, change the session type to "Discharge Orders"

Requested By: Me Other: Source: _____

Date: _____ Time: _____

Session Type: **Discharge Orders** Reason: _____

Start Of: Hold Standard

Order Sets: Admit / Discharge / Transfer, Cardiology, Consults

2.

3. Search for the Discharge Order Set

Searching for ...

3.

discharge

Order

Discharge * Order Set

Discharge Planning

4. Choose the appropriate discharge order and then enter discharge orders for the patient.

Gen Medicine Discharge Order Set - main, main

Discharge * Order Set [0 orders of 84 are selected]

Requested Date: 10-13-2015 Is LVEF <40?

| Order | Discharge To | Precription Status | Ok to Discharge | Diet | Activity | Follow up with |
|--|----------------|--------------------|--------------------------|------------|----------|-----------------|
| ORDER DISCHARGE PLAN SEPARATE - 17 item(s) | | | | | | |
| <input checked="" type="checkbox"/> Discharge Medicine | * | | | | | |
| <input type="checkbox"/> Discharge Cardiology | | | | Healthy... | | |
| <input type="checkbox"/> Discharge GYN | Home (Routine) | | | | | Follow up... |
| <input type="checkbox"/> Discharge Surgery | | | | | | |
| <input type="checkbox"/> Discharge Orthopedics | | | | | | |
| <input type="checkbox"/> Discharge Plastic Surgery | | | | | | Follow up... |
| <input type="checkbox"/> Discharge Urology | Home (Routine) | | | | | Call 812-282... |
| <input type="checkbox"/> Discharge-Shoulder/Elbow | | | | | | |
| <input type="checkbox"/> Discharge Behavioral Health | | | | | | |
| <input type="checkbox"/> Discharge Planning | | | | | | |
| <input type="checkbox"/> Consultant Follow Up | | | <input type="checkbox"/> | | | |
| <input type="checkbox"/> Consultant Follow up Cardiology | | | <input type="checkbox"/> | | | |
| <input type="checkbox"/> Consultant Follow up Gastroenterology | | | <input type="checkbox"/> | | | |
| <input type="checkbox"/> Consultant Follow up Oncology | | | <input type="checkbox"/> | | | |
| <input type="checkbox"/> Consultant Follow up Pulmonary | | | <input type="checkbox"/> | | | |

4.

5. The medication grids below the discharge orders will be greyed out unless the patient is a Core Measure patient. Then only the grids for medication type(s) recommended for that core measure will be available for selection.

| Beta Blocker | | | | | | | | | |
|---------------------------|---|------|-------|--------------|-----------|-----------------|-----------------|--------------|--|
| Order | Dose | Dose | Units | Route | Frequency | Form | Omission Reason | Other Reason | |
| Beta Blocker - 13 item(s) | | | | | | | | | |
| <input type="checkbox"/> | Acebutolol (200 mg Capsule...) | | | milliGRAM(s) | Oral | 2 times per day | Capsule | | |
| <input type="checkbox"/> | Atenolol (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Bisoprolol (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Carvedilol (Tablet...) | | | milliGRAM(s) | Oral | 2 times per day | Tablet | | |
| <input type="checkbox"/> | Labetalol (Tablet...) | | | milliGRAM(s) | Oral | | Tablet | | |
| <input type="checkbox"/> | Metoprolol Tartrate (Tablet...) | | | milliGRAM(s) | Oral | 2 times per day | Tablet | | |
| <input type="checkbox"/> | nebivolol (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Propranolol (Tablet...) | | | milliGRAM(s) | Oral | 2 times per day | Tablet | | |
| <input type="checkbox"/> | Sotalol (Tablet...) | | | milliGRAM(s) | Oral | 2 times per day | Tablet | | |
| <input type="checkbox"/> | Timolol (10 mg Oral) | 10 | | milliGRAM(s) | Oral | 2 times per day | Tablet | | |
| <input type="checkbox"/> | Beta Blocker Omission Reason | | | | | | | | |
| <input type="checkbox"/> | Discharge medication ordered by another MD | | | | | | | | |
| <input type="checkbox"/> | Home Medication continued at discharge (: Beta... | | | | | | | | |

6. When grids are lit up, the physician must make a selection in each category that is accessible (ACE, ARB, etc.). If not selected, you will be unable to submit the discharge orders.

7. Please note: There are 3 options that will satisfy the requirement regarding omission of the medication, the required medication being ordered by another MD, or the required medication is a HOME medication that is continued on discharge.

| Discharge * Order Set [0 orders of 84 are selected] | | | | | | | | | |
|---|--|------|-------|--------------|-----------|-------|-----------------|--------------|--|
| ACE | | | | | | | | | |
| Order | Dose | Dose | Units | Route | Frequency | Form | Omission Reason | Other Reason | |
| ACE - 13 item(s) | | | | | | | | | |
| <input type="checkbox"/> | amLDDIPine + Benazepril 2.5mg-10 mg (Capsule...) | | | Capsule(s) | Oral | | Capsule | | |
| <input type="checkbox"/> | Benazepril (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Captopril (Tablet...) | | | milliGRAM(s) | Oral | | Tablet | | |
| <input type="checkbox"/> | Enalapril (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Fosinopril (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Hydrochlorothiazide-Lisinopril 12.5mg-10mg... | | | Tablet(s) | Oral | | Tablet | | |
| <input type="checkbox"/> | Lisinopril (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Moexipril (Tablet...) | | | milliGRAM(s) | Oral | | Tablet | | |
| <input type="checkbox"/> | Quinapril (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Ramipril (Capsule...) | | | milliGRAM(s) | Oral | | Capsule | | |
| <input type="checkbox"/> | ACE or ARB Omission Order | | | | | | | | |
| <input type="checkbox"/> | Discharge medication ordered by another MD | | | | | | | | |
| <input type="checkbox"/> | Home Medication continued at discharge (- ACE) | | | | | | | | |
| ARB | | | | | | | | | |
| Order | Dose | Dose | Units | Route | Frequency | Form | Omission Reason | Other reason | |
| ARB - 9 item(s) | | | | | | | | | |
| <input type="checkbox"/> | Candesartan (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Irbesartan (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Losartan (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Olmesartan (Tablet...) | | | milliGRAM(s) | Oral | | Tablet | | |
| <input type="checkbox"/> | telmisartan (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | Valsartan (Tablet...) | | | milliGRAM(s) | Oral | Daily | Tablet | | |
| <input type="checkbox"/> | ACE or ARB Omission Order | | | | | | | | |
| <input type="checkbox"/> | Discharge medication ordered by another MD | | | | | | | | |
| <input type="checkbox"/> | Home Medication continued at discharge (- ARB) | | | | | | | | |

7.


Discharge Medication Reconciliation

Once the discharge orders are submitted, these orders trigger the discharge reconciliation and a new flag appears in the Order Rec column on the patient list.

| Admit Date | Planned/Actual Discharge Date | Current Location | Patient Name | Age | Provider | New Orders | New Results | Order Rec | New Docu... |
|------------|-------------------------------|------------------|-------------------|-----|---------------------|------------|-------------|-----------|-------------|
| 08-13-2... | | 3SE 3007 01 | Train, TrainOne | 64y | Addas, Mouhamad | | | | |
| 08-13-2... | | 3SE 3007 02 | Train, TrainTwo | 63y | HARPER, MICHAEL C | | | | |
| 08-13-2... | | 3SE 3008 01 | Train, TrainThree | 62y | Trommler, Lloyd C | | | 🚩 | |
| 08-13-2... | | 3SE 3008 02 | Train, TrainFour | 61y | Brahmbhatt, Vipul D | | | | |
| 08-13-2... | | 3SE 3009 01 | Train, TrainFive | 60y | GOLDSTEIN, STEVEN | | | ✅ | |
| 08-13-2... | | 3SE 3010 01 | Train, TrainSix | 59y | Knight, E Ray | | | 🚩 | |

NOTE: The discharge medication reconciliation should be completed by the admitting physician.

To complete the discharge medication reconciliation:

1. Either double click on the flag in the Order Rec column on the patient list, or click on the *Order Reconciliation* icon  .
2. Select the Discharge Order (Outstanding) to complete the discharge reconciliation.

Reconcile Orders [View/Maintain History](#)

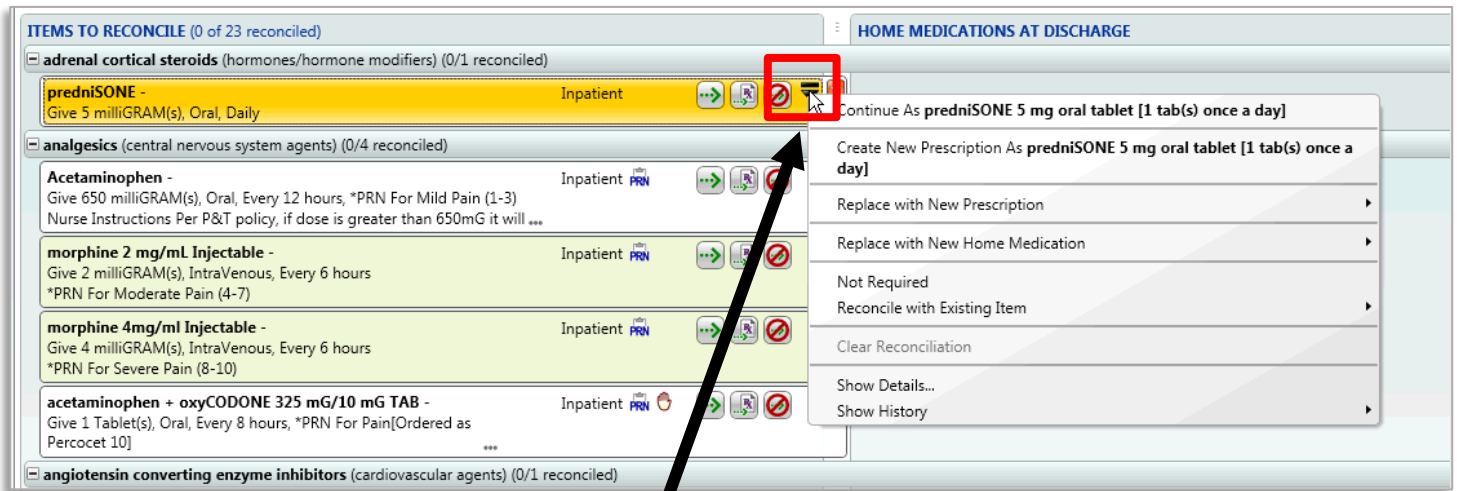
Select a reconciliation to perform:

Admission
[Admission \(Complete\) 10-14-2015: modified by: aaTemplate, SCE MD](#)
To perform functions such as viewing details, canceling, or resetting this reconciliation, go to View/Maintain History tab.

Transfer
[Transfer\(New\)](#)
Select the above link to perform the transfer reconciliation.

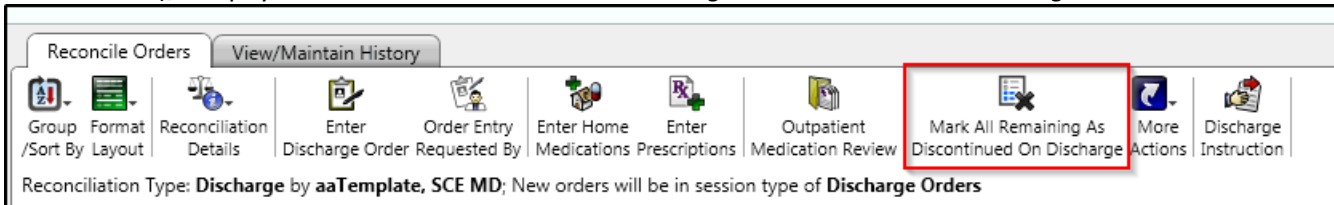
Discharge
[Discharge Order \(Outstanding\) 10-14-2015](#)
Select the above link to start this reconciliation.
To mark this reconciliation as not done, go to View/Maintain History tab.

3. Indicate which medications will be continued on discharge and which will be discontinued on discharge by using the icons in the middle of the screen:



5. Additional options are available by clicking on the 

6. To save time, after continuing all the medications that are appropriate on discharge, for all the medications left (ones to be discontinued), the physician can use the *Mark All Remaining As Discontinued on Discharge* icon.



More Actions in Order Reconciliation Manger

☒ If an additional medication prescription needs to be entered that are not listed under the items to reconcile, the physician can use the enter prescription icon.

